

SECTION J - ATTACHMENT J-2

LIST OF DELIVERABLES

The table below summarizes the specific products the Contractor shall submit to the DOE, the type of action DOE will perform, and the date/timeframe that the Contractor shall submit the product. Durations stated in the table are in calendar days unless otherwise noted.

Deliverables are considered contract endpoints, work scope completions, products, reports or commitments that shall be delivered to DOE. The types of DOE action are defined as:

- **Approval** – The Contractor shall provide the deliverable to DOE for review and approval. Contractor is responsible for obtaining DOE approval. The initial deliverable shall be of sufficient quality, depth, thoroughness, and format to support DOE approval. DOE will review the deliverable and provide comments in writing. DOE comments will be discussed with the Contractor and the Contractor shall provide written responses. The Contractor shall re-write the documents to incorporate all DOE mandatory comments. Once DOE approves a deliverable or document, the Contractor shall place it under change control and shall make no changes to that document without further DOE approval.
- **Information** – The Contractor shall provide the deliverable to DOE for information purposes. DOE will have the option of reviewing the information and providing comments. Contractor shall respond to all written comments.

The list of Deliverables does not include all required deliverables identified in other applicable sections of the Contract, DOE directives, federal regulations, or regulatory documents. The Contractor shall be responsible for the compliance with all applicable standards, orders and regulations under the Contract.

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
1.	Phase-in transition plan	--Email to Designated Contracting Officer (CO) and Designated Contracting Officer's Representative (COR) --One (1) Hard Copy to CO	Section C.2.1	Once; within 15 days following Notice To Proceed (NTP)	COR review and approval	Contractor may begin critical path transition activities prior to COR approval.

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
2.	Agreements with other site Contractors/ Subcontractors and support organizations	--Email to CO and COR --One (1) Hard Copy to COR	Section C.2.1	Within 7 calendar days after agreement established	CO and COR information	
3.	Joint reconciliation of the Government property inventory	--Email to CO and COR --One (1) Hard Copy to COR	Section C.2.1	Once; within 30 days following NTP	COR approval	
4.	Weekly status of transition activities	--Email to CO and COR	Section C.2.2	Weekly through transition period	COR information	
5.	Statement of Material Differences	--Email to CO and COR	Section C.2.5 Section B.8	Once; within 30 days after the Contract Effective Date	As required/ Information	
6.	Deliverables identified in required Procedures	--Email to CO and COR --One (1) Hard Copy to COR	Section C.3.2 / Section C.4.2	As required	COR review and/or approval, as required	
7.	FSV Emergency Management Program/Plan	--Email to CO and COR --One (1) Hard Copy to COR	Section C.3.2.1	As required	COR approval	Deliverable is only required, if Contractor revises the incumbent documents.
8.	Continuity of Operations Plan per DOE Order 150.1A, Continuity Programs	--Email to CO and COR --One (1) Hard Copy to COR	Section C.3.2.1 Section C.4.2.2	As required	COR approval	Plan may include information to cover FSV and TMI-2. Deliverable is only required, if Contractor revises the incumbent

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
						documents.
9.	Security Training and Qualification Plan, and applicable Security Lesson Plan(s)	--Email to CO and COR --One (1) Hard Copy to COR	Section C.3.3.1	As required	COR/DOE approval	Deliverable is only required, if Contractor revises the incumbent documents.
10.	PLN-3660, TMI-2 ISFSI License Renewal	--Email to CO and COR --One (1) Hard Copy to COR	Section C.4.2.1	As required	COR approval	Deliverable is only required, if Contractor revises the incumbent documents.
11.	License Renewal Application	--Email to CO and COR --One (1) Hard Copy to COR	Section C.4.2.1	As required	COR approval	Deliverable must be completed to ensure submittal by DOE to NRC by March 2017
12.	TMI-2 Emergency Management Plan	--Email to CO and COR --One (1) Hard Copy to COR	Section C.4.2.2	As required	COR/DOE approval	Formulated in coordination with the INL and ICP Core Contractors Emergency Management Programs. Deliverable is only required, if Contractor revises the incumbent documents.
13.	Performance Measurement System Description	--Email to CO, COR and DOE Office of Project Assessment --One (1) Hard Copy to CO	Reserved	Once; within 45 days after contract effective date.	COR/ CO approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
14.	Contract Work Plan	--Email to CO and COR --One (1) Hard Copy to CO	Reserved EM's Operations Activities Protocol, dated March 15, 2012, and the DOE Integrated Planning, Accountability, and Budgeting System – Guidance Documents, dated June 2011 or the most current version.	Yearly; Initial submittal 90 days after contract effective date; each subsequent plan submitted by September 1 of each year.	Information	The plan shall be consistent with EM's Operations Activities Protocol, dated March 15, 2012 requirements and template, as applicable.

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
15.	Monthly Progress Reports	--Email to CO, COR and DOE Office of Project Assessment --One (1) Hard Copy to CO	Reserved EM's Operations Activities Protocol, dated March 15, 2012, and the DOE Integrated Planning, Accountability, and Budgeting System – Guidance Documents, dated June 2011 or the most current version.	Monthly; not later than the eighth business day prior to the end of each calendar month	COR and CO Information	- The report shall include a narrative description of scope accomplished, progress on corporate and Contract specific performance metrics, status of milestones, and deliverables, as well as an update of the project schedule. - Office of Project Assessment email address: ContractorsMPR@hq.doe.gov
16.	Project Management information – Input on the Idaho Site-wide Federal Lifecycle Baseline	--Email to CO and COR --One (1) Hard Copy to CO	Reserved	As required	Information	Contractor shall provide the interim and full contract period of performance, schedule, and price information.

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
17.	Schedule for submission of plans and reports	--Email to CO, COR and DOE Office of Project Assessment --One (1) Hard Copy to CO	Section C.6.1.1	Initially within 30 days of NTP. Subsequently, monthly; not later than the eighth business day prior to the end of each calendar month	COR and CO approval	Included in the monthly progress reports
18.	Personal Property Management System	--Email to DOE, Property Administrator (PA), CO, and COR --One (1) Hard Copy to CO	Section C.6.4	Within 90 days from contract effective date	DOE PA review; CO approval	
19.	Buildings Report and Other Structures and Facilities Report	--Electronic input within Facility Information Management System (FIMS) --Email notification to CO and COR	Section C.6.4.1 DOE 430.1B	At least annually and as required by changes to the asset status or maintenance and utilities	COR information	
20.	Worker Safety and Health Program (WSHP) including Occupational Medical Program	--Email to CO and COR --One (1) Hard Copy to CO	Section C.6.5.1 10 CFR 851	Initially within 60 days of NTP; and annually. Updates shall be provided whenever significant changes to the WSHP are made.	COR/DOE approval	WSHP plan must be approved by DOE by the contract effective date. Any update shall be considered approved 90 days after submission unless rejected by DOE at an earlier date.

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
21.	Integrated Safety Management System (ISMS) Program Description document and ISMS Declaration	ISMS and Declaration: --Email to CO and COR --One (1) Hard Copy to COR	Section C.6.5.3 DEAR 970.5223-1 DOE O 226.1B	Phase I; Initially within 4 months of contract effective date; Phase II: Verification within eight months of the contract effective date. ISMS Declaration is required annually within 30 days following the end of each government fiscal year after completion of Phase II verification.	COR/DOE approval	The EMS shall be certified to the ISO14001 standard by an accredited independent registrar within eight months after the contract effective date.
22.	Quality Assurance Program	--Email to CO and COR --One (1) Hard Copy to CO	Section C.6.5.5	As required	COR/DOE approval	Deliverable is only required, if Contractor revises the incumbent documents.
23.	Performance Assurance Surveillance Plan (PASP)	--Email to CO and COR --One (1) Hard Copy to CO	Section C.6.5.5.1 DOE O 226.1B DOE O 470.4B	Initially within 90 days of NTP and updates, as required.	COR/DOE approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
24.	Radiation Protection Program (RPP)	--Email to CO and COR --One (1) Hard Copy to CO	Section C.6.5.6 10 CFR 835	As required; implemented by contract effective date	COR/DOE approval	Deliverable is only required, if Contractor revises the incumbent documents. Any update shall be considered approved 180 days after submission unless rejected by DOE at an earlier date.
25.	Records Management Plan	--Email to DOE Records Management Field Officer (RMFO), CO and COR --One (1) Hard Copy to CO	Section C.6.6.2.3 36 CFR Chapter XII, Subchapter B	Within 60 days of NTP	RMFO and COR review; CO approval	
	The Records Management Plan is a high-level site-specific program document that shall describe, at a minimum, a clear delineation between Government-owned and contractor-owned records; how the Contractor shall promote life-cycle management of records, how the contractor will manage records in accordance with ICP Contractors Records Program; including specialty categories like electronic record, e-mail, and audiovisual materials; the Contractor organization in charge of the records management program; plan for annual records management training to all Contractor personnel, including new hires; process for exiting employees; the safeguarding, protection, and maintenance of records (including audiovisual records, electronic records, and records containing sensitive information; the use of DOE Records Disposition Schedules; the management of quality assurance records under NQA-1, if applicable; the proper storage of records, including access controls; the Contractor's plan for the final disposition of records (e.g., via transfer to a Federal Records Center, destruction, transfer to another DOE contractor transfer to ICP Contractor); and the Contractor's plan for implementing the records management program as a whole, including relationships the ICP Records and with other programs that cannot respond properly without sound records search and retrieval capabilities (e.g., document control, quality assurance, processing claims received by the U.S. Department of Labor pursuant to the EEOICPA, FOIA, Privacy Act, case files, audit files, legal cases, etc.).					
26.	Electronic Information System	--Email to DOE RMFO, CO and COR --One (1) Hard Copy to CO	Section C.6.6.2.4.1 DOE O 243.1B	Annual to RMFO	FMFO approval	Provide DOE with a list of the Electronic Information Systems that are generated/used during contract performance in the format provided by

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
						DOE annually.
27.	Records Inventory and File Plan and Updates	--Email to DOE RMFO, CO and COR --One (1) Hard Copy to CO	Section C.6.6.2.4.2 36 CFR Chapter XII, Subchapter B DOE O 243.1B	Initial Plan within 6 months of NTP and then annual updates	RMFO and COR review; CO approval	
<p>A Records File Plan is a comprehensive outline that includes all records created or received (Government-owned and Contractor-owned), record series, series titles and descriptions, file locations, file arrangements, file cutoffs, retention periods, file transfer and disposition instructions, quality assurance categorization, and other specific instructions that provide guidance for the effective management of records and information, including vital records.</p> <p>The Records File Plan shall be generated based on a records inventory to determine the types of records that either are or will be generated, regardless of media. The Contractor shall coordinate the file plan development with the ICP Contractor to ensure consistency or incorporation into the ICP Contractors File Plan.</p>						
28.	Vital Records Program/ Plan Inventory and Updates	--Email to DOE RMFO, CO and COR --One (1) Hard Copy to CO	Section C.6.6.2.3.3 36 CFR Chapter XII, Subchapter B DOE O 243.1B	Within 6 months of NTP and annual updates	RMFO and COR review; CO approval	
<p>The Vital Records Program/Plan describes how the Contractor will identify records needed for performing essential functions, as well as how the records will be protected and recovered in the event of an emergency or disaster. In lieu of a Program document, Vital Record policies, plans or procedures can be utilized as long as they document the establishment of a program to identify, protect, and manage vital records as part of the Continuity of Operations Plan designed to meet emergency management responsibilities; as well as recovery methods for records affected by an emergency or disaster.</p>						

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
29.	List of Privacy Act Systems of Records Update	--Email to DOE RMFO, CO and COR	Section C.6.6.2.5.2 Section H.27 DEAR 970.5204-3 FAR 52.224-2; DOE O 206.1	Initially within 90 days of the NTP, and annually thereafter	RMFO and COR review; Privacy Act Officer concurrence; CO Approval	
	<p>The Contractor shall monitor systems as identified and notify the Contracting Officer immediately if there is a change to existing systems or if there is a need for a new system.</p> <p>The Contractor shall review the list of systems annually and provide written notification that the list is accurate and up to date.</p>					
30.	Records Disposition Plan and Updates	--Email to DOE RMFO, CO and COR --One (1) Hard Copy to CO	Section C.6.6.2.6 36 CFR Chapter XII, Subchapter B	Within 6 months of NTP and revisions submitted 60 days prior to implementation	RMFO and COR review; CO approval	
	<p>The Records Disposition Plan shall document the Contractor's disposition process, which shall include processing records to be stored (e.g., on-site storage, commercial storage, storage at a Federal Records Center) and the destruction process for records and information content. The Records Disposition Plan shall include steps to be taken and approvals required prior to records disposition. It shall be developed and submitted for DOE approval prior to any records disposition activities. The Contractor shall submit updates that document major changes to the records management disposition process.</p>					
31.	Training Schedule	--Email to CO and COR	Section C.6.8.1	As required	COR information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
32.	Phase-out Transition Plan	--Email to CO and COR --One (1) Hard Copy to COR	Section C.7.1	At least 60 days prior to end of Contract period	COR approval	
33.	Closeout Plan	--Email to CO and COR --One (1) Hard Copy to COR	Section C.7.2	Within 60 days prior to the end of contract period	COR approval	
34.	Records Management Contract Close-Out Plan	--Email to DOE RMFO, CO and COR --One (1) Hard Copy to CO	Section C.7.2 36 CFR Chapter XII, Subchapter B DOE O 243.1B DEAR 970.5204-3	At least 60 days prior to contract completion or termination	RMFO review; CO approval	
<p>The Records Management Contract Close-Out Plan shall address how the contractor plans to close-out of records management activities, which must include: a comprehensive records inventory of all Government-owned and Contractor-owned records (paper, electronic, electronic records management systems, electronic information systems, privacy act systems of records, finding aids, etc.) and final disposition/transfer information (e.g., transition to a successor contractor, Federal Records Center, National Archives and Records Administration, home office, etc.). A joint reconciliation of the records inventory with DOE and the successor contractor shall be conducted prior to turnover.</p> <p>If the Contract is awarded to a Limited Liability Corporation (LLC), the Close-out Plan must also include the company(s) which will handle records management close-out to include long-term records management activities (e.g., management of Contractor-owned records).</p>						
35.	Limited Liability Corporation (LLC) Record Contact Documentation	--Email to CO and COR --One (1) Hard Copy to COR	36 CFR, Chapter XII, Subchapter B DEAR 970-5204-3	Within 60 days prior to the end of contract period	Information	Provide documentation on which company(s) will handle records management close-out to include long-term records

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
						management activities (e.g., management of “contractor-owned” records), along with appropriate contract information.
36.	<p>Unless otherwise stated, or as directed by the Contracting Officer, the Contractor shall submit the studies required in paragraphs (A) and (B) below:</p> <p>(A) An Employee Benefits Value (Ben-Val) Study</p> <p>(B) An Employee Benefits Cost Study Comparison</p>	<p>--Email to CO</p> <p>--One (1) Hard Copy to CO</p>	Section H.5(c)(6)(iii) (A) and (B)	<p>(A) every two years for each benefit plan</p> <p>(B) annually for each benefit plan</p> <p>And updated studies to the Contracting Officer for approval prior to the adoption of any change to a pension or other benefit plan</p>	CO Approval	
37.	<p>Corrective Action Plan</p> <p>The Contractor shall submit an analysis of the specific plan costs that are above the per capita cost range or total benefit cost as a percent of payroll and a</p>	<p>--Email to CO</p> <p>--One (1) Hard Copy to CO</p>	Section H.5(c)(6)(iii)(C) (1) and (2)	<p>(1) When the net benefit value exceeds the comparator group by more than five percent, the Contractor shall submit a corrective action plan.</p> <p>(2) When the average</p>	CO Approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
	corrective action plan			total benefit per capita cost or total benefit cost as a percent of payroll exceeds the comparator group by more than five percent and if required by the CO		
38.	Annual actuarial evaluations for any pension plans for which DOE reimburses costs.		Section H.5(e)(1)	Annually, as required	Information	Certify that the plans are in full compliance with IRC and ERISA requirements.
39.	Identify any employer plan segments that may not meet testing requirements for the current plan year and the following plan year.	--Email to CO --One (1) Hard Copy to CO	Section H.5(e)(1)(i)	Annually	Information	
40.	Corrective action plan for addressing the potential or actual failure to meet testing requirements and quarterly updates on the segment's status for testing purposes.	--Email to CO --One (1) Hard Copy to CO	Section H.5(e)(1)(ii)	As required	CO approval	
41.	Submit any changes to pension plans for which costs are being reimbursed under this contract.	--Email to CO --One (1) Hard Copy to CO	Section H.5(e)(3)	Prior to implementing any changes.	CO approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
42.	Audits results	--Email to CO --One (1) Hard Copy to CO	Section H.5(e)(4)	Annually	Information	every third year the contractor must conduct a full-scope audit satisfying ERISA section 103
43.	ERISA audit results including a copy of the qualified trustee or custodian's certification regarding the investment information that provides the basis for the plan sponsor to satisfy reporting requirements under ERISA section 104	--Email to CO --One (1) Hard Copy to CO	Section H.5(e)(4)	Years in which a limited scope audit is conducted.		
44.	Pension Management Plan and Annual revisions	--Email to CO --One (1) Hard Copy to CO	Section H.5(e)(5)(i)	Updated and submitted to the Contracting Officer in draft annually no later than 45 days after the last day of the Plan year along with its draft actuarial valuation.		
45.	The following reports shall be submitted to DOE 1. Actuarial Valuation Reports 2. Forms 5500	--Email to CO --One (1) Hard Copy to CO	Section H.5(g)	After the last day of the plan year. 1. Submit separate reports for DOE's portion and the plan	Information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
	3. Forms 5300			<p>total by the due date for filing IRS Form 5500</p> <p>2. Copies of IRS Forms 5500 with Schedules for each DOE-funded pension plan no later than that submitted to the IRS</p> <p>3. Copies of all forms in the 5300 series submitted to the IRS that document the establishment, amendment, termination, spin-off, or merger of a plan submitted to the IRS</p>		
46.	<p>For proposed changes to pension plans and pension plan funding:</p> <p>1. a copy of the current plan document (as</p>	<p>--Email to CO</p> <p>--One (1) Hard Copy to CO</p>	Section H.5(h)(1)	60 days prior to the adoption of any changes to a pension plan	CO approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
	<p>conformed to show all prior plan amendments), with the proposed new amendment indicated in redline/strikeout;</p> <p>2. An analysis of the impact of any proposed changes on actuarial accrued liabilities and costs;</p> <p>3. A legal explanation of the proposed changes from the counsel used by the plan;</p> <p>4. Summary Plan description;</p> <p>5. Additional information as requested by the CO</p>					
47.	<p>For new benefit plans and changes to plan design or funding methodology</p> <p>1. demonstrate the effect of the plan changes on the contract net benefit value or per capita</p>	<p>--Email to CO</p> <p>--One (1) Hard Copy to CO</p>	Section H.5(h)(2)	60 days prior to the adoption of any changes to a pension plan	CO approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
	benefit costs; 2. provide the dollar estimate of savings or costs; and 3. provide the basis of determining the estimated savings or cost.					
48.	Report of Settlement	--Email to CO and COR --One (1) Hard Copy to CO	Section H.8(b)(4)	After ratification of a collective bargaining agreement, during the next open quarter.	Information	
49.	Notification to CO regarding reduction of force	--Email to CO --One (1) Hard Copy to CO	Section H.9	At least 30 days in advance of employees being laid off	Information	
50.	Workforce Restructuring information	--Email to CO and COR --One (1) Hard Copy to CO	Section H.9	As required	Information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
51.	Description of any and all transition agreements that it intends to enter into with the incumbent contractors	--Email to CO --One (1) Hard Copy to CO	Section H.10(a)(1)(i)	Within 10 days after the NTP	Information	
52.	Written communication plan that details communication that the Contractor and its subcontractors will engage in regarding implementation of the hiring preference requirements.	--Email to CO --One (1) Hard Copy to CO	Section H.10(a)(1)(ii) Section H.10(a)(2)(ii)	Draft within 10 days after the NTP. Final within 15 days after the NTP.	CO Review	
53.	Estimated severance costs, detailed breakouts of the costs and a schedule of estimated dates when the costs will be expended to accomplish workforce transition activities within the timeframes specified	--Email to CO --One (1) Hard Copy to CO	Section H.10(a)(1)(iii)	Within 10 days after the NTP	Information	
54.	Provide and define a process as part of transition agreements required for obtaining updated and continuous information through the Transition Period regarding the Incumbent Employees.	--Email to CO --One (1) Hard Copy to CO	Section H.10(a)(1)(iv)	Within 10 days after the NTP	Information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
55.	Workforce Transition Plan for the Contractor and its first and second tier subcontractors.	--Email to CO --One (1) Hard Copy to CO	Section H.10(a)(2)(i) Section H.10(a)(3)	Once; draft within 15 days after NTP; Final within 30 days after NTP	CO review	
56.	Copies of the transition agreements and any written agreements with the incumbent Contractors.	--Email to CO --One (1) Hard Copy to CO	Section H.10(a)(3) Section H.10(a)(4)(i) and (ii)	Draft within 30 days after NTP. Final within 60 days after the NTP	Information	
57.	Reports regarding Contractor's and subcontractors' implementation of the hiring preferences	--Email to CO --One (1) Hard Copy to CO	Section H.10(a)(5)	During the 90 day Contract Transition Period such reports shall be provided to the Contracting Officer on a weekly basis; or more frequently if requested by the CO.	Information	These reports shall include at a minimum the following information: employee hire dates or anticipated hire dates, employee salary levels, and the names of the former employers of the employees hired by the Contractor and/or hired by the Contractor's first and second tier subcontractors.

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
58.	Benefits Transition Plan	--Email to CO --One (1) Hard Copy to CO	Section H.10(b)(1) Section H.10(b)(2)(ii)(A) H.10(b)(2)(iv)(A)	Draft within 15 days after NTP; Final within 45 days after NTP	CO approval	All transitions of the existing pension(s) plans and other existing benefit plans shall be completed within 90 days after NTP
59.	List of Contractor personnel who will be responsible for transitioning the NRC segment of the INLERP and/or development of new pension plans, including specifically the personnel responsible for ensuring that the Contractor becomes a sponsor/participating employer of the INLERP and contact information for the above personnel	--Email to CO --One (1) Hard Copy to CO	Section H.10(b)(2)(i)(A)	Within 10 days of NTP	Information	
60.	Estimated costs and detailed breakouts of the costs to accomplish workforce and benefits transition activities within the timeframes specified, including the costs for enrolled actuaries and counsel.	--Email to CO --One (1) Hard Copy to CO	Section H.10(b)(2)(i)(C)	Within 10 days of NTP	Information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
61.	List of the information and documents that the Contractor has requested from the CWI pertaining to the transition of the NRC segment of the INLERP.	--Email to CO --One (1) Hard Copy to CO	H.10(b)(2)(ii)(B)	Within 15 days of NTP	Information	
62.	Detailed description of plans and processes, including timeframes and specific projected dates for accomplishment of each activity necessary to ensure compliance with the requirements set forth in Clause H. 5, Pay and Benefit Plans	--Email to CO --One (1) Hard Copy to CO	H.10(b)(2)(iii)(A)	Within 20 days of NTP	Information	
63.	Meeting minutes and written description of any substantive issues identified at meeting	--Email to CO --One (1) Hard Copy to CO	Section H.10(b)(2)(iii)(B)	Meeting within 20 days of NTP; minutes and description within 2 days after the meeting	Information	
64.	Drafts of all amendments to or restatements of the INLERP, including but not limited to amendments effectuating the change in sponsorship/ participating employer in the INLERP.	--Email to CO --One (1) Hard Copy to CO	Section H.10(b)(2)(iv)(B)(1)	Within 45days after NTP	Information	If applicable, the Contractor shall also submit all draft restated benefit plans and draft Summary Plan Descriptions (SPDs) of the INLERP.

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
65.	Drafts of any new benefit plan(s) as well as draft Summary Plan Descriptions (SPDs) that the Contractor proposes to sponsor.	--Email to CO --One (1) Hard Copy to CO	Section H.10(b)(2)(iv)(B)(2)	Within 45days after NTP	Information	
66.	Draft copies of the transition agreements which the Contractor will enter into with the incumbent contractors, Elite and CWI	--Email to CO --One (1) Hard Copy to CO	Section H.10(b)(2)(iv)(B)(3)	Within 45days after NTP	Information	
67.	Proposed final version of documents identified in H.10(b)(2)(iv)(B)(1-3)	--Email to CO --One (1) Hard Copy to CO	H.10(b)(2)(v)	No later than 60 days after NTP	Information	
68.	Documents relating to benefit plans offered to Contractor Employees, including but not limited to SPDs, all Plan documents, applicable amendments, employee handbooks that summarize benefits provided to employees and other documents that describe benefits	--Email to CO --One (1) Hard Copy to CO	Section H.10(b)(2)(viii)(A)	As requested	Information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
	provided to employees of the Contractor who perform work on this Contract					
69.	Any and all other documents pertaining to implementation of and compliance with implementation of the compensation and benefit programs	--Email to CO --One (1) Hard Copy to CO	H.10(b)(2)(viii)(B)	As requested	Information	
70.	Timely data responses to Departmental annual and ad hoc pension data requests.	--Email to CO	H.10(b)(2)(ix)	Within the timeframe established by the contracting officer for each response and if no timeframe is specified, the contractor shall provide the data response within one calendar day	Information	
71.	Proof of required insurance	--Email to CO and COR --One (1) Hard Copy to COR	Section H.12	By the contract effective date	COR/DOE approval	Contractor shall have coverage in accordance with Section H.12, by the contract effective date, for at least a one year period. Contract also requires continuous coverage throughout the performance period.

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
72.	Legal Management Plan	--Email to CO and COR	Section H.16	Within 60 days of NTP	DOE-ID Office of Chief Counsel (OCC) Review/ CO Approval	
73.	Contractor Press Release	--Email CO and COR	Section H.17	10 days prior to planned issued date	CO	
74.	Release of Information	--Email CO and COR	Section H.18	10 days prior to planned issued date	CO approval	
75.	Annual Information Regarding Sustainable Acquisition	--Email to CO and COR	Section H.20	As requested to support the DOE sustainable acquisition annual report	Information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
76.	Privacy Act Systems of Record Notification	--Email to CO and COR	Section H. 27	Annually	CO approval	
77.	Integrated Safety Management/Operations Oversight Documentation	--Email to CO and COR	Section H.35 (3)	As required	COR approval	
78.	Personnel Security Clearances	--Email to CO and COR	Section H.39(a)	Prior to employment	CO approval	
79.	Notification of Foreign National Participation in Performance of Work	--Email to CO	Section H.43	As required	CO approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
80.	Responses to Freedom of Information Act and Privacy Act Requests	--Email to CO and COR	Section H.46 (b)	As requested	CO approval	
81.	All permit applications, reports, or other documents submitted to regulatory authorities	--Email to CO and COR	Section H.48	As required	COR approval	
82.	Employee Concern Program – implementation plan	--Email to CO and COR	Section H.49	Within 90 days of NTP	CO approval	
83.	Projections regarding need for GFSI	--Email to CO and COR --One (1) Hard Copy to CO	Section H. 56	Within 30 calendar days after contract effective date and by September 1, prior to each fiscal year end, thereafter. Amendments to the projection, if any, shall be provided to the Contracting Officer at least 45 calendar days in advance of the GFSI	Information; CO response	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
				need date.		
84.	Occurrence Reporting Processing System (ORPS) Reports	--Electronic submission via ORPS --Email to COR --One (1) Hard Copy to COR	DOE O 232.2	As required	Information	http://energy.gov/ehs/policy-guidance-reports/databases/occurrence-reporting-and-processing-system
85.	OMB Standard Form LLL, Disclosure of Lobbying Activities	--Email to CO	Section I.9	At the end of the calendar quarter in which changes occur	Information	
86.	Code of Business Ethics and Conduct	--Email to CO	Section I.10	30 days after NTP	Information	
87.	Reporting Executive Compensation and First-Tier Subcontract Awards	--Email to CO	Section I.16	Annually	Information	
88.	Updates of Publicly Available Information Regarding Responsibility Matters	--Email to CO	Section I.19	Semi-Annually	Information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
89.	Limitations on Subcontracting Information	--Email to CO and COR	Section I.36	Yearly	CO/COR Review	In addition to calculating the percentage reflecting compliance with the requirements set forth in FAR 52.219-14; the contractor shall provide sufficient documentation on how the percentage was computed. The report shall be fully supported, including but not limited to, a narrative explanation and backup supporting documentation, to allow the CO and COR to fully understand the computation and the basis of the computation.
90.	Equal Opportunity Compliance Information	--Email to CO	Section I.53	As requested	Information	
91.	Equal Employment Report (EEO-1)	--Electronic submission via DOE Workforce Information System (WFIS) --Email to EMCBC Office of Civil Rights and Diversity (OCRD) and	Section I.53	Annually by September 30	Information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
		CO --One (1) Hard Copy to CO				
92.	Affirmative Action Compliance Program- Females & Minorities	--Email to EMCBC OCRD and CO --One (1) Hard Copy to CO	Section I.53	Within 30 days of NTP and updated annually by September 30	ID OCRD review; CO approval	
93.	Affirmative Action Program for Veterans and Workers with Disabilities	--Email to EMCBC OCRD and CO --One (1) Hard Copy to CO	Section I.54 Section I.55	Within 30 days of NTP and updated annually by September 30	ID OCRD review; CO approval	
94.	Federal Contractor Veterans' Employment Report (VETS-100A Report)	--Electronic submission to U.S. Department of Labor --Email to EMCBC OCRD and CO --One (1) Hard Copy to CO	Section I.56	Annually by September 30	Information	
95.	Annual Biobased Report	--Electronic submission via http://www.sam.gov --Email notification to CO and COR	Section I.64	(i) October 31 of each year during contract performance; and (ii) At the end of contract performance	Information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
96.	Material Safety Data Sheet	--Email to CO	Section I.65	As required	Information	
97.	Bankruptcy Notification	--Email to CO	Section I.102	As Applicable	Information	
98.	Consent to Subcontract	--Email to CO	Section I. 106	As required	CO	
99.	Property management plans, systems, and procedures	--Email to DOE PA, CO and COR --One (1) Hard Copy to CO	Section I.108 FAR 52.245-1(f)	Within 30 days from NTP	DOE PA review; CO approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
100.	Report of periodic physical inventory results for property	--Email to DOE PA, CO and COR --One (1) Hard Copy to CO	Section I.108 FAR 52.245-1 (f)(iv) DOE O 580.1A	Annually by September 30	DOE PA review; CO approval	
101.	Final property inventory for physical completion or contract termination	--Email to DOE PA, CO and COR --One (1) Hard Copy to CO	Section I.108 FAR 52.245-1 (f)(iv)	45 days prior to Contract completion or upon termination	DOE PA review; CO information	
102.	Reports of loss, damage, destruction or theft of property	--Email to DOE PA, CO and COR --One (1) Hard Copy to CO	Section I.108 FAR 52.245-1 (f)(vi) DOE O 580.1A	As soon as facts become known	DOE PA and CO information	
103.	Workplace Substance Abuse Program	--Email to EMCBC Industrial Relations Specialist and CO --One (1) Hard Copy to CO	DOE O 350.1 10 CFR 707 Section I.137	Within 30 days of NTP	EMCBC Industrial Relations Specialist review; CO approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval	Notes
104.	Employee Assistance Program Implementation Plan	--Email to EMCBC Industrial Relations Specialist and CO --One (1) Hard Copy to CO	DOE O 350.1	Within 60 days of NTP	EMCBC Industrial Relations Specialist review; CO approval	
105.	Basis of Estimate (BOE) Statements	--Email to CO --One (1) Hard Copy to CO		Once; within 5 days following contract award.	Information	
	Basis of Estimate (BOE) Statements shall be at the PWS level as identified in Section C. The BOE documents shall support the Contractor's proposed prices by specifically identifying assumptions and the resource quantities (labor hours, material quantities, etc.) and labor rates for all direct cost elements (direct labor, materials, equipment, ODC's, etc.)					